



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
ARMY NATIONAL GUARD OPERATING ACTIVITY CENTER
ABERDEEN PROVING GROUND, MD 21010-5420



NGB-ARO-TI (601)

1 September 1992

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: (All States Log # I92-0390) ARNG Physician Assistant
(PA) Training Program

1. States are urged to give this memorandum widest possible circulation so that all eligible soldiers may be made aware of the procedure for applying for PA training.
2. The next Military PA Course, 6H-65D, Class 193, will be conducted at the AMEDD Center and School, Fort Sam Houston, Texas. Reporting date for this class is 5 January 1993. Training will start 19 January 1993 and will end approximately 31 January 1995.
3. Attendance is restricted to soldiers in an enlisted status. Applicants must have sufficient time remaining on current enlistment to complete the PA course. Upon successful completion of Phase II training eligible students will be commissioned as Second Lieutenants (2LT) in the Army Medical Specialists Corps (SP), ARNG.
4. Funding for the PA Program will be reimbursable in FY93 to the State Schools Program Account. Reimbursement will be issued to the State at the end of each quarter in which the student is enrolled.
5. Application Packets are due at NGB-ARO-TI not later than 15 October 1992. Applicants must forward 2 packets, with the documents described in Enclosure 1. Originals must be enclosed in one packet. Incomplete or late packets will be returned without consideration. Packets not set up and tabbed IAW Enclosure 2 will be returned without consideration. Applications will be submitted by letter thru appropriate channels, see Enclosure 3. Packets will be boarded to select the 12 best qualified applicants for attendance at Class #193.
6. Applicants should request that a copy of college transcripts be forwarded to NGB-AROP-TI prior to submission of packet in order to receive a preliminary worksheet from the University of Oklahoma. This will aid in the determination of eligibility for admission to the University of Oklahoma.

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7. Prior to submitting the packet, the applicant must be selected by the State based upon an available or projected MTOE/TDA vacancy for a PA.


8. Applicants must meet commissioning requirements as outlined in AR 135-101, AR 40-501, AR 600-110 and NGB 600-100. Applicants who will be older than 33 years of age at the date of commissioning require an age waiver. Request for age waivers must be submitted with the school's application and will be forwarded to NGB-ARP-CO, 4501 Ford Avenue, Alexandria, VA 22302-1420.

9. Six (6) months prior to anticipated graduation date, students will submit applications for appointment as a commissioned officer thru their state AMEDD Recruiter/POC to NGB-ARP-CO. These application packets will include the documentation required by AR 135-101 and the ARNG AMEDD Procurement SOP.

10. Point of Contact for the Individual Training Branch is WO1 Chesman, DSN 584-1731 or commercial (410) 671-1731.

FOR THE CHIEF, NATIONAL GUARD BUREAU:

Encls
as


ERIC W. BRAMAN
COL, GS
Director, Operations,
Training and Readiness

DISTRIBUTION:

State MILPO

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State Surgeon

State AMEDD Recruiter/POC

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INSTRUCTIONS FOR PHYSICIAN ASSISTANT TRAINING PROGRAM

I. BASIC PREREQUISITES:

1. Must be an enlisted member of the Army National Guard.
2. Not older than 33 at time of commission. Waiver must be submitted if individual will be over 33.
3. An MOS in Career Management Field (CMF) 91 with at least 36 Months experience in any medical MOS is PREFERRED, but not mandatory. Equivalent experience and training from civilian or other sources will also be considered.
4. At Least two (2) years of civilian or military clinical experience is desirable.
5. GT score of 110 or higher.
6. Meet the eligibility criteria for a commissioned officer appointment as prescribed in AR 135-100, AR 135-101 and NGB 600-100.
7. All soldiers who otherwise meet the eligibility criteria may apply for this program regardless of their enlisted military occupational specialty (MOS).

II. APPLICATION REQUIREMENTS:

1. All packets must contain the required documentation and be tabbed with the documents arranged in the order listed in Enclosure 2.
2. All required waivers must be included in the packet.
3. A letter of purpose and intent written by the applicant. This single page hand written letter should explain the motivation for seeking PA training and reflect the applicants expectation upon completion of the training.
4. Letters of recommendations should be current within the 12 months prior to application.
5. The three latest NCOER's (if applicable).
6. APFT results should show the two most recent test results.
7. Official photo IAW AR 640-30.
8. Physical examination must be IAW Chapter 2, AR 40-501 and be within 24 months from date of application to include HIV test IAW AR 600-110 and CVS if applicable.
9. All transcripts from colleges or universities must be originals and must also be legible.

III. BASIC EDUCATION REQUIREMENTS:

1. Applicants must have a least 60 hours transferable credit from an accredited college/university, with a minimum grade point average of 2.0. At least 30 hours must have been completed in residence. The following four courses are mandatory. (THIS REQUIREMENT MAY NOT BE WAIVED).

- a. English Composition I - 3 Semester Hours
- b. English Composition II - 3 Semester Hours
- c. US History (1492 to 1865 or 1865 to present) - 3 Semester Hours
- d. US Government - 3 Semester Hours

2. Applications will not be accepted for individuals who are "currently enrolled" in school to complete the mandatory civilian education requirements. Soldiers must meet all requirements prior to submission of packet.

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SUBJECT: ARNG Physician Assistant (PA) Training Program -
Checklist

(NAME)

(SSN)

(STATE)

TAB NUMBER

- ____ 1. Letter of application to include required statements.
- ____ 2. Letter of intent from applicant.
- ____ 3. Resume of work experience both military and civilian.
- ____ 4. Three letters of recommendation.
 - ____ a. Letter of recommendation from unit commander.
 - ____ b. Letter of recommendation from an ARNG Medical Corps (MC), Army Nurse Corps (AN) Officer, or ARNG PA, based on an interview with applicant.
 - ____ c. Letter from an individual in a position to evaluate the applicant's professional competence and technical ability.
- ____ 5. Most recent (3) NCO Evaluation reports (if applicable)
- ____ 6. DA Form 2-1 Personnel Qualification Record (Copy)
- ____ 7. DA Form 705, Army Physical Fitness Test Score Card.
- ____ 8. Official Photograph (full length)
- ____ 9. SF 88/SF93 Report of Medical Examination and Report of Medical History, to include date of last HIV test. IAW AR 40-501 Chapter 2.
- ____ 10. Copies of Awards and Certificates.
- ____ 11. Copies of degrees, diplomas or GED.
- ____ 12. Official copies of all college transcripts. (All hours should be converted to semester hours)
- ____ 13. Prior service records (photocopies of NCOER's, DD Form 214s).
- ____ 14. NGB Form 62, Application for Federal Recognition.

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- ____ 15. NGB Form 89, Federal Recognition Board Proceedings.
- ____ 16. DA Form 3575, Certificate of Acknowledgement and Understanding.
- ____ 17. Verification statement of security clearance.
- ____ 18. Birth certificate or DA Form 5252-5 (1 Copy).
- ____ 19. Verification of Social Security Number SSN).
- ____ 20. NGB Form 64 for PA course.

(OFFICE SYMBOL) (MARKS NUMBER)

SUBJECT: ARNG Physician Assistant PA) Training Program

7. "I understand that I will be required to take the National Commission Certification of Physician Assistants (NCCPA) examination at my own expense at the first available examination date for which I am eligible. Should I fail the NCCPA examination on my first attempt, I will retake the examination at the next available opportunity at my own expense. I understand that failure to successfully pass the examination after my second attempt that I will not be assigned or function as a PA in the ARNG and may result in involuntary separation upon completion of my service obligation. I further understand I will be required to maintain NCCPA currency as outlined by the certifying authority."

8. "If I have received an Enlistment Bonus or Reenlistment/Extension bonus, I understand that, if selected for this training, I will refund the percentage of my bonus equal to the percentage of obligated service I will not perform in the specified MOS."

9. "I am not a user of illegal drugs, or abuse controlled substances or excessive amounts of alcoholic beverages."

10. I certify the foregoing statements are true, complete and accurate to the best of my knowledge and belief and are made voluntary and in good faith.

JOHN J. APPLICANT

SSN

RANK/Company

(UNIT)
(LETTERHEAD)

SUBJECT: ARNG Physician Assistant (PA) Training Program

1. "In accordance with All State Log # P92- , I hereby make application for the Military Physician Assistant Training Program. Upon successful completion of Phase II training, I will, if tendered, accept appointment as a commissioned officer in the ARNGUS for a period of six (6) years. If appointment as a commissioned officer is not tendered or accepted, I understand I will be required to serve the period specified by my enlistment, or enlistment extension."
2. "I understand that I will remain in an officer candidate status for the duration of the two (2) years of Phase I and Phase II training. Appointment as a commissioned officer will not be tendered until successful graduation from phase II training."
3. "I meet all basic prerequisites listed in the cited All States Log Letter or have requested the appropriate waivers. To the best of my knowledge, I do not have a physical profile or a medical condition that could prohibit my appointment as a commissioned officer per AR 40-501, chapter 2. To the best of my knowledge I am eligible for appointment per AR 135-100, AR 135-101 and NGB 600-101. I have reviewed my DA Form 2-1, Personnel Qualification Record and it is current and accurately posted."
4. "If selected to participate in this training program, I will extend my enlistment so that I meet the 36 months service remaining requirement beyond the completion of the course in accordance with AR 614-200, paragraph 4-6. I further understand that I may not be voluntarily retired prior to completion of my service obligation."
5. "I agree to complete the educational requirements of Phase I, Phase II the AMEDD OBC, and to serve in an active status as a commissioned officer in the ARNGUS for a period of six (6) years after successful completion of Phase II."
6. "I agree to serve in an active enlisted status for the remaining period of my enlistment if I fail to successfully complete the training for any reason; if I do not receive a Reserve appointment as a commissioned officer; if I refuse to accept a Reserve appointment as a commissioned officer when tendered; or if I fail to receive an award of the AOC 65D upon completion of Phase II training. I also understand that, if I fail to successfully complete Phase II for any reason, I will be reassigned in an enlisted status in accordance with the needs of the Army National Guard."